



# Comet Bay

PRIMARY SCHOOL BOARD

Agenda 1 of 2025	To be held in: Staffroom	Wednesday 19 <sup>th</sup> March 2025 at 7pm	Time
	Correspondence to familiarize yourselves with available on Connect:	<ul style="list-style-type: none"> <li>➤ <i>Minutes of Meeting No 4 - of 2024</i></li> <li>➤ <i>Principal's report</i></li> <li>➤ <i>Annual Budget</i></li> <li>➤ <i>2024 Annual Report</i></li> <li>➤ <i>2025 HR spend</i></li> <li>➤ <i>DG Letter re: PPR</i></li> <li>➤ <i>BP Draft</i></li> <li>➤ <i>Statement of Expectation</i></li> <li>➤ <i>Membership Terms</i></li> </ul>	
<b>1.0</b>	<b>Chairman to Welcome and Apologies</b>	<b>Jacqui Thompson</b>	
1.1	Meeting to be opened at 7pm.	Jacqui hosted a check in circle and explained it's relevance at CBPS	
1.2	Apologies/Absentees.	Claire Piper	
1.3	Attendees.	Rob Schmidt, Daniel Lanyi, Alisha Joynes, Jacqui Thompson, Maxine Litwin, Jo Hanson and Graeme Watson	
1.4	Confirmation of agenda.	Agenda confirmed.	
<b>2.0</b>	<b>Disclosure of Interest.</b>		
2.1			
<b>3.0</b>	<b>Minutes of Previous Meeting</b>		
3.1	Review Minutes of previous meeting.	Minutes of previous meeting were reviewed and confirmed.	
<b>4.0</b>	<b>Business Arising from Previous Meeting.</b>		
		<ul style="list-style-type: none"> <li>• Custodians changed to Traditional owners</li> <li>• First of our Aboriginal meetings to be held Thursday 3<sup>rd</sup> April</li> <li>• No nominations for Chair were received. Jacqui has accepted the role for the next 12 months.</li> </ul>	
<b>5.0</b>	<b>Reports and Operational Matters</b>		
5.1	Principal's Report	Graeme presented his report as tabled.	

6.0	Financial Reports		
6.1	Annual Budget	The annual budget was reviewed and noted by the Board. Graeme spoke to the carry over figure from 2024 and the salary variance expected.	
6.2	One Line Budget Overview	See above	
<b>7.0</b>	<b>Business Plan</b>		
7.1	Review of progress 2025 - 2027		
<b>8.0</b>	<b>Priority Items</b>		
	2024 Annual Report	The Annual Report was viewed and discussed. Discussion revolved around 'like schools', attendance and NAPLAN. A few typo's were identified and will be corrected. The board endorsed the report and Graeme will upload to the department.	
	2025 HR Spend	A break down of the discretionary salary spending was shared.	
	DG Letter re: PPR	Graeme shared a copy of his Principal Performance Review with the board. It was noted that there is no requirement to share this with the board, or even the Regional Office. Graeme did also share with RO	
	BP 2025 - 2027	Board liked the graphics and layout of the new BP. There was discussion about some of the terminology used (success indicators, targets, key objectives), with some minor editing required. BP will now be sent to the publisher and presented in hard copy to staff at School Development Day in April. Staff are already engaging with the BP.	
	Statement of Expectation	Members were reminded about this document, which can be used as a reference. This is a generic document for all school, outlining the expectations of the principal and the support of the department.	
	Membership Terms	It was noted that Claires term will expire before the next meeting. Graeme to provide letter to Claire. Nominations for parent representatives will be sought next term. Meeting will commence at 5pm from Term 2 onwards	
	OSHC	Camp Australia contract ends January 2026. Graeme will seek new proposal from them and issue a 2 year contact extension is proposal is reasonable. Following that contact, the school will run an expression of interest for all other OSHS services.	
<b>9.0</b>	<b>General Business</b>		
9.1	Community Usage Agreements	Netball Courts: <ul style="list-style-type: none"> <li>• CB Basket ball</li> </ul> Cricket Nets & Oval: <ul style="list-style-type: none"> <li>• SH Dockers FC- 4 nights per week</li> </ul>	
	Resiliency	Alisha presented an opportunity for the school to participate in a resiliency survey through Resilient Youth Australia. Funding is available for this.	

	Survey results	The board revisited the community survey results from 2023, with the 3 questions regarding the board having a high percentage of respondents answering with 'unsure'. Board will look at ways to move answers to an informed answer.	
<b>10.0</b>	<b>Next Meeting</b>		
10.1	Meeting No. 2 of 2025	Wednesday 11 <sup>th</sup> June 5pm start	
<b>11.0</b>	<b>Roundtable Evaluation of the Meeting</b>		
11.1			
<b>12.0</b>	<b>Meeting Close/Adjournment</b>		
12.1	Meeting close.		

Jacque Thompson  
Name of Chair

Signature

21/03/25  
Date